

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

INVENTORY CONTROL SUPERVISOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Inventory Control Supervisor is the fourth level in a four level Warehousing series. Incumbents are responsible for supervising warehousing staff, coordinating purchasing and inventory control activities, and participating in operational management activities.

The Inventory Control Supervisor is distinguished from the Senior Inventory Control Specialist by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|--------------|
| 1. | Supervises Warehousing staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
15% |
| 2. | Oversees day-to-day inventory control operations in assigned area of responsibility, which includes planning, coordinating, administering, and evaluating processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily
20% |
| 3. | Collaborates with vendors, external repair facilities, internal departments, and/or other applicable individuals to check the status of purchases, clarify inventory needs, coordinate repairs for equipment under warranty, expedite deliveries, check prices and availability, and/or other applicable issues. | Daily
20% |
| 4. | Supervises and participates in the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient City and/or departmental operations. | Daily
10% |
| 5. | Supervises the maintenance of manual and/or automated inventory control systems and related records, ensuring appropriate levels of inventory availability. | Daily
10% |
| 6. | Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities for the division. | Daily
10% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Participates in coordinating and monitoring division budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Weekly 10%
8.	Participates in a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 5%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and seven years of increasingly responsible experience in parts sales, materials management, warehousing, distribution operations including two years of supervisory experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
 - College level coursework in a related field, may be substituted for the required experience on a year-for-year basis.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Certified Forklift Operator

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Knowledge (position requirements at entry):

Knowledge of:

- Management and supervisory principles and practices;
- Budget administration principles and practices;
- Material handling and storage techniques for a variety of items, including caustic and volatile materials;
- Advanced warehousing principles and practices;
- Inventory control principles and practices;
- Database management principles;
- Mathematical concepts;
- Recordkeeping principles and practices;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Routine procurement principles;
- Research methods.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work, detail oriented and ability to multi-task
- Training employees in proper work methods
- Developing and administering budgets
- Preparing, analyzing, and maintaining operational records
- Using computers and applicable software applications
- Handling and storing a variety of material and items
- Researching and locating specific materials, tools, and equipment in assigned area of responsibility
- Preparing and performing mathematical calculations
- Applying researching methods
- Procuring materials and supplies
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting and intense noises.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008